

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(Restricted)

OPENING DATE: 31 March 2015

ANNOUNCEMENT NO: 15-0302res

CLOSING DATE: 14 April 2015

POSITION TITLE: Civil Engineer Manager

MINIMUM GRADE: SMSgt/E8

MAXIMUM GRADE: CMSgt/E9

LOCATION OF POSITION: 186 ARW, Meridian, MS

MILITARY ASSIGNMENT REQUIREMENT: Enlisted

REQUIRED AFSC: 3EXXX

Restricted to permanent on-board AGRs of the 186 Civil Engineer Squadron.

Promotion to Chief Master Sergeant is contingent upon availability of control grades.

GENERAL:

This position provides leadership, comprehensive planning of financial and day-to-day and long-term maintenance and repair programs within the Civil Engineer activity in order to ensure sustained reliability of real estate facilities.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Responsible for the sustained reliability of real estate facilities in support of ANG organizations.

Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities. Responsible for highly technical and specialized facilities associated with heating, ventilation, and air conditioning (HVAC), water treatment units, sewage treatment, fuels storage and dispensing systems, primary and secondary electrical distribution, and all additional utilities systems. Supervises staff responsible for ordering any required materials and ensures all outstanding work is completed. Develops and exercises contingency response plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems, to include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources. Supervises those parties responsible for negotiating, invoicing, coordinating repairs and evaluating changes regarding utilities. Directs the procurement of maintenance and repair services and supplies through the use of state and Federal procurement systems, Federal and state contracting channels using job Order/Task Order Contracts. Provides direction to the squadron staff for effective management of Unit Training Assembly (UTA) activity schedules to accomplish squadron goals and higher headquarters requirements. Directs the administration of actions involving Absence Without Leave (AWOL) and Prior to Estimated Termination of Service Separations (PETS), waivers, and promotions. Keeps current on Status of Resources and Training System (SORTS), workday control, recruiting/retention, and Professional Military Education (PME) programs. Coordinates with the commander on issues concerning long range force management plans, training goals and objectives. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.